



# CITY OF ATLANTA

## Job Announcement

### BUILDING INSPECTOR, PRINCIPAL

**STARTING SALARY: \$37,634**

**Salary Grade: 18**

**Applications Accepted From: December 12, 2005 until Vacancies are filled**

#### **Minimum Job Requirements**

Applicants applying for this job must have an associate's degree in Building Construction Technology, or related field and four years experience as a Building Inspector which includes experience in the construction or inspection of highrise, multi-story buildings and highly complex structures; or an equivalent combination of education, training and experience which provides the requisite knowledge, skill, and abilities for the job. Must be eligible to become a Special Police Officer.

#### **Licenses and Certificates\***

Applicants must possess a valid driver's license at the time of application. A valid Georgia driver's license must be presented for verification at the time of appointment.

#### **Duties of the Job**

This employee manages and directs individuals involved in building inspection operations and activities for the enforcement of building and zoning ordinances of the City of Atlanta: Supervises subordinates, directs activities, conducts field inspections, trains inspectors, prepares reports and processes paperwork; provides information, discusses problems and makes decisions regarding City building code and related issues with architects, engineers, developers, contractors and the general public; develops inspection and other work schedules; assists in the formulation and review of procedures; investigates complaints of violations; mediate problems between neighbors, contractors and owners; reviews and approves plans and certificates of occupancy; confers with inspectors, and others on problems and determines methods of resolution; represents division in the absence of the chief inspector; and performs related duties as required. Employee will be required to operate City vehicles in performing job duties.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369

[www.atlantaga.gov](http://www.atlantaga.gov)

FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation. Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

**THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.**

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**\*Vehicle provided.**

12/9/05

521010

PS#:002381